DOCUMENT RESUME

ED 239 031 CE 037 202

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TITLE Northern Nevada ESL Teacher Training Project Handbook. An Evaluation of the Laubach Streamlined Series and the Clovis Life Skills Modules.
INSTITUTION Truckee Meadows Community Coll., Sparks, Nev.
SPONS AGENCY Office of Education (DHEW), Washington, D.C.
PUB DATE [80]
NOTE 66p.
PUB TYPE Guides - Classroom Use - Guides (For Teachers) (052)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Adult Basic Education; Adult Literacy; Adult Programs; *English (Second Language); Inservice Teacher Education; Instructional Materials; Literacy Education; Material Development; *Reading Instruction; *Reading Materials; *Second Language Instruction; Vocabulary; Workshops
IDENTIFIERS *Clovis Life Skills Materials; *Laubach Streamlined Series; Truckee Meadows Community College NV

ABSTRACT

A teacher-training project was conducted in Northern Nevada to identify the needs of recent immigrants, to create materials that will meet those needs while keeping on a basic, survival level of English proficiency, and to develop techniques to retain the individuals in class once they have been attracted into the educational program. The project began in October 1979 and progressed through a series of seven workshops, culminating in the publication of this handbook that summarizes the ideas and suggestions of the workshops and provides a guideline for using Laubach and Clovis' materials for teaching adults to read. In the third section of this handbook, the first three books of the five-book Laubach Streamlined Series are discussed, providing an evaluation of Books 1 and 2. The majority of instructors consider the books to be supplemental material, useful with the lowest-level students. A lesson-by-lesson critique of the materials is included in this section. In the fourth section of the handbook, the teachers review the 29 modules of the Clovis life skills material, providing comments and suggestions for teacher use. The next part of the handbook is a selected glossary of difficult or ambiguous words from the Clovis material prepared by the teachers, while the final two parts contain a list of suggested resources and a list of workshop participants. (KC)

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NORTHERN NEVADA
ESL TEACHER TRAINING
PROJECT HANDBOOK

An evaluation of
the Laubach Streamlined Series and
the Clovis Life Skills Modules

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The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

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PART I

INTRODUCTION

Instructors of English as a second language have expressed two major dissatisfactions with the majority of ESL materials. First, available ESL materials seem to require some prior knowledge of English. They presuppose that even the beginning student has some facility in the English language. Second, even the simplest materials provide too much detail and unnecessary vocabulary. The recent immigrant needs a wide range of vocabulary rather than an extended vocabulary in a single area.

During the last two years Northern Nevada has experienced a great influx of foreign-born individuals. The purpose of this teacher-training project is to identify the needs of the recent immigrant, create materials that will meet these needs while keeping on a basic, survival level of English proficiency, and develop techniques to retain the individual in class once he has been attracted into the educational program.

Under the direction of project director John Caserta, Ed.D., Dean, Adult and Community Education, and Aurora C. Eustaquio, Director of Adult Basic Education and English as a Second Language, a grant was obtained under the Adult Education Act. Total funds for the eight-month project were $3,783. The federal government supplied $3,000 and the State of Nevada provided the remaining $783.

The project began on October 1979 and progressed through a series of seven workshops, culminating in the publishing of this handbook which summarizes the ideas and suggestions of the workshop participants and provides a guideline for using the Laubach and Clovis materials.

At the first workshop, October 30, 1979, Joe Peel of METRA presented a training demonstration with ABE and ESL materials. The attending representative instructors from Truckee Meadows Community College expressed their goals for the project: the

discovery and production of low-level, high-interest, adult life skill oriented materials.

On November 27, 1979, Dan Guild of the Gordon and Huber Company presented audio-visual aids from the Contempo Lab Program. Representatives from Truckee Meadows Community College, Western Nevada Community College (Carson City and Fallon), and Sierra Nevada Job Corps evaluated the Clovis Lifeskills materials. This evaluation is printed in Part IV of the handbook.

The third workshop, January 18, 1980, was a discussion focused on the resolution of typical problems encountered in alternative educational programs. Dr. Jack Canfield, Director of the Institute for Wholistic Education in Amherst, Massachusetts; Dr. Stephanie Dillon, local therapist; Dr. Jerry Downing of the University of Nevada CAPS Department; Dr. Tom Kubistant of the UNR Counseling and Testing Department; and Dr. Jack Havertape of the UNR Special Education Department led the discussion.

On January 22, Jerry Nielsen, Consultant and Director of Adult, Continuing, and Community Education in the State of Nevada, described various collection and dissemination systems and presented ABE/ESL materials developed with State federal grants. Attending instructors from Truckee Meadows Community College, Western Nevada Community College and Sierra Developmental Center elected officers for the Northern Nevada Literacy Council, a branch of the National Affiliation for Literacy Advancement.

On January 26, LaMyrl Sandholtz of METRA gave an all-day tutoring workshop to instructors from Truckee Meadows Community College, Sierra Nevada College, the University of Nevada-Reno, and Nevada Mental Health Institute.

The sixth workshop, February 22, included presentations by Truckee Meadows President James Eardley; Elna Dimock, consultant for Clovis Life Skills materials; Aurora C. Eustaquio, Director of ABE/ESL at Truckee Mesdows; LaMyrl Sandholtz, consultant for METRA; Dean John Caserta, Truckee Meadows; and Dr. Charles Greenhaw, Dean, Northern Nevada Community College.

Participants represented Truckee Meadows Community College, Washoe High School, Nevada Mental Health Institute, Western Nevada Community College (Carson), Northern Nevada Community College (Elko), Washoe County School District, Centro de Informacion Latino Americano, Sierra Developmental Center, and Fallon Center for Retarded Citizens.

The final workshop, February 23, began with a business meeting in which Aurora Eustaquio stressed the need for instructors to instill a sense of citizenship in their students. Ruth Hall, trainer for the ESL Laubach Streamlined Series, then described the history of the Laubach materials and the best way to use the series.

Representatives from Truckee Meadows Community College, Western Nevada Community College (Carson), Northern Nevada Community College (Elko), Sierra Developmental Center, El Centro de Informacion Latino Americano, and Gardnerville Middle School ESL Center evaluated the Laubach materials and the teacher-training project.

This handbook is the final product of the project. The book contains instructors' comments on the Laubach and Clovis materials plus a glossary with vocabulary from the Clovis lessons. We hope the book will be helpful to Northern Nevada ESL teachers, and we urge teachers to continue communication with us so we can update the book and increase its usefulness.

PART II

ACKNOWLEDGEMENTS

We gratefully acknowledge the contributions of the following individuals who prepared presentations for the various workshops: Jerry Nielsen, Consultant and Director of Adult, Continuing, and Community Education in the State of Nevada; James Eardley, President of Truckee Meadows Community College; Dr. Charles Greenhaw, Dean of Northern Nevada Community College; Dr. Tom Kubistant, University of Nevada Counseling and Testing Department; Dr. Jack Havertape, University of Nevada Department of Special Education; Dr. Jerry Downing, University of Nevada CAPS Department; Dr. Jack Canfield, Director of the Institute for Wholistic Education, Amherst, Massachusetts; Dr. Stephanie Dillon, local physical therapist; Joe Peel and LaMyrl Sandholtz of METRA; Dan Guild of Gordon and Huber Company for the Contemp Lab program; Elna Dimock of Clovis Life Skills; and Ruth Hall of the Laubach Streamlined Series.

We also appreciate the active participation of ABE/ESL instructors representing the following institutions: Truckee Meadows Community College, Western Nevada Community College, Northern Nevada Community College, Centro de Informacion Latino Americano, Gardnerville Middle School ESL Center, Fallon Center for Retarded Citizens, Nevada Mental Health Institute, Sierra Developmental Center, Sierra Nevada Job Corps, Washoe County School District, and Washoe High School.

We hope the channels of communication opened during this project will continue providing easy exchange of ideas among the ESL instructors of Northern Nevada.

PART III

THE LAUBACH STREAMLINED SERIES

The Laubach Streamlined Series includes five books, but only the first three will be discussed here, since this teacher-training project is concerned with reading levels 0-4.

Instructors evaluated only two of the books. The instructors use Books I and II with both ESL and remedial reading students. The majority of instructors consider the books supplementary material. They consider the books useful with the lowest level students who need work with pronunciation and both listening and reading comprehension.

The Laubach series is organized by sound. The vocabulary for each lesson is chosen by sound, not level of difficulty or subject matter. The vocabulary is specialized by pronunciation, not usefulness or need.

This organization is helpful for true beginning students who have an immediate need for sound production, but there are two drawbacks. First, beginning students also have an immediate need for life skills vocabulary which is not provided quickly enough in the Laubach series. Second, the sounds organization produces lessons of the Dr. Seuss variety. The rhyming sing-song may amuse or insult adult students. On the other hand, the repetition may provide a welcome relief to struggling students who can use some success.

Obviously, the instructor will have to compensate for both difficulties. An instructor can be ready to provide needed life skills vocabulary when problems surface. An instructor can also foster a supportive attitude if a student finds the materials juvenile and patronizing.

Two other areas will need specific teacher assistance. The books use pictures to reinforce the vocabulary. Sometimes the meaning of the pictures is not clear. For example, to portray the word "iron," the book pictures the bars of a cage. Unless the instructor speaks the student's native language, the student may be nodding that he understands while translating to himself "iron means cage" or "iron means bars." If the teacher is aware of this possibility, he can watch for miscomprehension.

The second area is not so easily remedied. Since the lessons are organized by sound, there is no grammatical or lexical instruction. These must be provided by the teacher. You may want to have other materials on hand to explain grammatical and lexical points, particularly if the student asks questions. For example, in one lesson the words "bringing" (as a present participle) and "meeting" (as a noun) are both used. The meanings of the suffixes are not differentiated. Although a discussion of the present continuous tense and gerunds is out of place with a beginning student, an instructor might want to show that a word with "ing" at the end can be either a verb or a noun.

How much grammatical and lexical instruction a teacher wants to provide is up to him. The teacher is the best judge of the student's abilities. However, the following pages will point out places in the material where a teacher might need to clear up confusion or take advantage of a chance to explain how English works, not just how it sounds.

All three books provide excellent repetition of both sounds and grammar patterns. If you are prepared to explain the constructions, the lessons will supply plenty of practice.

BOOK I

Skill Book I is very simple. The vocabulary should present no problems.

Lesson 2 introduces possessives. This seems rather complicated for a second lesson, but it is a good thing to know. You can decide how detailed an explanation of possessives is needed, but certainly get the concept across if not the spelling rules. Students with a non-Roman native alphabet might not know what an apostrophe is.

Lesson nine uses the present continuous. You can show that the action uses two words, but other than that just be prepared if the student asks questions. Lesson nine also uses "Look at the snake!" This is an idiom, an exclamation of surprise, not an imperative sentence. You might present several other examples of how we use this idiom.

Lesson eleven is an especially good chapter. It deals with numbers, especially as addresses. This lesson also reviews possessives.

All of Book I repeats vocabulary and verb tense. A reader called In the Valley can be used before moving into Book II. In the Valley is a good review of Book I, highly repetitious. It could be a relief for slow learners but a frustration to fast learners, so judge if you want to use it. You can also use In the Valley to explain the parts of a book, e.g. Table of Contents.

BOOK II

Book II instantly rewards the student by a change in format to a much more adult-looking text. The vocabulary remains simple, but Book II has more idioms.

Lesson one presents the comparison of big and little. It also continues possessive nouns but introduces possessive adjectives ("her").

Lesson two uses the word "whistle" as both noun and verb, which may cause some confusion.

Lesson three uses the term "Jimmy's girl." This is a possessive, but it really works as an idiom. Jimmy doesn't own the girl. The explanation of the idiom can lead to a nice cultural discussion. Also in lesson three, you might want to be sure that the student doesn't confuse the word "lily" with "flower."

Lesson five presents family relationships. You may need to use this information earlier. It's related to the life skills category (pun intended).

Lesson nine has the sentence, "Ann is on the path back of the glass factory." This seems elliptical for "in the back of the glass factory." Anyway, we don't really use this construction. "Behind the glass factory" is the usual phrase, and you may want to teach this instead. Lesson nine also has the treacherously spelled word "laugh." You can draw attention to it.

Lesson ten discusses a trip to the doctor's office, a useful subject. The word used for innoculation is "shot." This is great because we usually do use the word "shot," but the verb "to shoot" might turn up since the American cowboy is ubiquitous.

Lesson eleven uses the passive voice. Verb tenses include the past and present continuous.

As in Book I, Book II has good repetition of both vocabulary and structure. Book II continues usage of possessives and the present continuous tense, introducing the past continuous tense and the passive voice.

BOOK III

Book III again shows a dramatic change in format. The writings are longer, with real paragraphs and less sound repetition. The language is less contrived, more natural. However, the lack of grammatical and lexical instruction starts to become a serious problem. The instructor must supply clarification.

Lesson one has three trouble spots. First, the word "paper" is used to mean "newspaper." You need to explain this abbreviated form. The word "paper" has many other meanings that your student may be aware of.

Lesson one also uses the word "picture' in an ambiguous way. "Picture" in this lesson means a movie or a television show. This is not our usual definition, and the words "movie," "show," "program" would be much more useful to the student.

Another diction problem is the word "pupils." This lesson features the long u, short i sounds, so substitutes this word for "students." But "students" is the word we use and the word the students should learn.

Lesson two continues the confusion about "picture." The definition has now switched to "photograph," which is more accurate than the definitions in lesson one.

Lesson three has no serious problems, but some expressions do not sound natural. First, lesson three has the sentence, "The Masons live not far from the bay." Actual English speech sounds more like, "The Masons don't live far from the bay." Defining "bay" may also present some difficulty. Another word we seldom use is "shop" as a noun to mean "store." "Shop" has the connotation of a place that sells only one kind of item, e.g. a butcher's shop. Places that sell many types of items are called "stores," e.g. department store or grocery store.

Lesson four has the word "trailer." You may want to add "mobile home," especially since we have so many mobile homes in the area.

Lesson five introduces the imperative sentence. The phrase "a train game" may need some explanation.

Lesson seven adds plural possessives, "the sons' teachers." The lesson also brings in ordinal numbers. Since many streets have ordinal number names, this vocabulary is part of life skills.

Lesson eight discusses Thanksgiving and you may want to attempt a cultural discussion about it and other holidays. The word "eve" is unusual enough to require some special attention. You might want to emphasize the word "pen" also, since in lesson eight a pen is a cage or fenced area, not a writing instrument.

Lesson nine pictures the word "iron" as the bars of a cage. A student could easily mistranslate "iron" as "bar," "stick," "cage," or "jail." In the story, "iron" is used as an adjective ("iron cage"), which may make it easier to explain. "Circus" is another new word, one that will be more fun to discuss.

Lesson ten teaches telling time. The word "alarm" may cause syntactical problems. It is used as both an adjective, "alarm clock," and as a noun, "Mrs. White hears the alarm," in the same passage. You may want to explain this double usage and have a few examples handy of other words that are both nouns and adjectives.

Lesson ten also uses the idiom "a bite to eat."

Lesson eleven is a classic example of the difficulties the "sounds" organization of this series can produce. Lesson eleven discusses a shopping trip, but its main purpose is to practice the long i sound. The result is that almost all the prices are given as multiples of dimes: "She pays five dimes for the meat." The passage is very unnatural, rather ridiculous, and not all that useful as it stands. You can always change the denominations, of course, explaining that five dimes is actually fifty cents or half a dollar. This could be a useful exercise in itself. At least point out to the student that the story is not portraying a real situation; we really don't translate money amounts into dimes.

Lesson twelve is about flying. You may need to discuss the relationship between the verb "to fly" and the noun "flight." Another sentence that will need explanation is, "Radios help a pilot to fly blind." The meaning of "blind" is not quite the same as in "a blind man," and students might have trouble with the new concept.

Lesson thirteen again has poor pictorial definitions of some words. The picture for old is a man. He's old, but then old is a relative description. At any rate, the student may need some explanation from you to be certain of the meaning. A greater problem is the word "cold," which in this lesson is actually "a cold," i.e. the sickness. The picture, however, doesn't make this clear. The shivering man pictured seems to BE cold, not to HAVE one.

Another possible difficulty concerns the dubious logic of the lesson. Moving to the Gulf of Mexico is a strange prescription for preventing colds. Depending on the student's age and proficiency, he may wonder about the peculiar behavior of the Holt family.

Lesson thirteen has the sentence, "She did not let him sleep with the window open." The object complement "open" may confuse students who are already struggling to remember that adjectives in English go before the noun, not after it. There's no need to explain the phenomena in detail, but be aware if the student seems puzzled.

The lesson also has an idiom, "open air," and two words that may need explanation, "Gulf" and "folks."

Lesson fourteen has two words that will possibly need explanation: "shore" and "ago." "Ago," especially, may require some extra examples.

But the biggest problem in lesson fourteen is the use of the words "close" (adjective) and "clothes." You may want to demonstrate the difference between the voiced and the unvoiced consonants. The student is probably already familiar with "close" as a verb (close the door), so this word can be part of the discussion also. The relationships between these three words seems a terrible thing to

dump on beginning learners without an explanation.

Lesson fifteen presents another semantic problem. The word "roast" is used as a verb ("Let's roast hot dogs . . .") and as a noun ("a hot dog roast"). Another difficulty is that the passage uses both "roast" and "toast." Explaining the difference between these two words may not be easy. This problem is increased by the picture definition of "toast," which looks like the noun, a piece of toast.

"Hard" is used in the expression "a hard time," meaning difficult. "Rolls" signifies hot dog buns. You may have to explain the word "soaked."

Lesson sixteen uses several idioms: "going in circles," "let go" i.e. drop, "get hold of." The lesson also brings back the -ing form. "Floating" is used as both an adjective (the floating oar) and as part of the verb (They are floating in the sea).

Lesson seventeen is philosophical and may provoke some good discussions. Words whose meanings may cause trouble are "duty" and "truth." The word "papers" is used to represent "newspapers."

Lesson eighteen has the sentence, "There is no use to argue." Besides the idiomatic "no use," the sentence does not sound like American speech. We'd say something more like, "It's no use to argue," or, "There's no use in arguing." Another idiom to discuss is "world view."

The word "daily" is used as both an adjective ("He reads different daily newspapers.") and as an adverb ("Sam Stewart reads the newspapers daily.") Other vocabulary words to note are argue, cure, flute, music, tune, and view (meaning opinion).

Lesson nineteen is a review lesson. It has two idioms: "get him ready for bed" and "to play trains." The lesson talks about baby-sitting, a great topic for a useful cultural discussion.

A problem in lesson nineteen is the use of the word "show." "Show" is first used without a particular definition. It could mean theater, movies, or night-club.

Later in the story "show" has the definition "television program." This can certainly use some explanation.

PART IV

THE CLOVIS LIFESKILLS MATERIAL

The Clovis materials are a set of 29 modules based on lifeskill situations. Each module contains handouts on two reading levels, 0-2 and 3-4, so teachers can use the materials best suited for their students. The vocabulary is much more difficult than the vocabulary in the Laubach series, but also much more useful and realistic.

The 29 modules are uneven in quality. Sometimes the vocabulary is unnecessarily difficult. A major problem is that frequently the vocabulary presented in the lesson does not match the vocabulary used on the pre-, post-test. In some cases, the questions on the test are not answered in the lesson.

Another weakness in the modules is their presentation. Errors in spelling, grammar, and punctuation abound. Since the students are trying to learn English, they need correct models.

The lessons include quite a bit of simple math, e.g., percentage for tips, cost per pound, menu prices. Modules also make heavy use of idioms.

The modules were written for use in California, so some of the information is incorrect for Nevada residents, e.g. tax rates and voting laws.

The modules are not to be used in any special order, so this chapter will consider them alphabetically, listing teachers'comments, grammar information, idioms and expressions to watch for, and other miscellaneous notes.

Part V of this handbook is a selected glossary of difficult or ambiguous words from the Clovis material.

1. Appointment with the Doctor

Teachers' Comments:

"Excellent! A new presentation. Lots of variety. Reading level is appropriate for 0-4 levels. Vocabulary list is an excellent resource. Comprehension work is clear and valid for the module."

Grammar:

the modal "must"

use of the indefinite article for an unknown person: "a Dr. Peter Cook."

Idioms and Expressions:

"yellow pages" of the phone book

"lifestyle"

"in advance"

"around 98.6 degrees" meaning about or approximately

"What did you have?" meaning "What illness did you have?"

Miscellaneous Notes:

Names of parts of the body are not included in the glossary.

2. Budget

Teachers' Comments:

"Good materials for all levels. Learning how to save, plan, and spend money wisely are excellent resouces in teaching survival skills." "Useful for all levels."

Grammar:

comparison, "more than"

idiomatic use of article in a time expression, "once a month" "twice a month"

Idioms and Expressions:

"make sure"

"add it up"

"eating out" i.e., at a restaurant, not out-of-doors

"The money you make." "He makes $550 a month." i.e. "earns"

"running low" i.e. to not have enough money

"second step" i.e. the second thing to do

Miscellaneous Notes:

All the prices in the module are outdated. Prices are much higher today.

3. The Bus

Teachers' Comments:

"Handout not suitable for low ESL beginners." "Beginners would require a lot of English for this module. The skill of riding a bus and getting information would be good."

Idioms and Expressions:

"catch the bus"

"at Fifth and Hughes" i.e. directions for a place on a corner

"make a transfer"

"Have it ready"

"Pull the cord in time for a smooth stop." Three idioms in one sentence!

Miscellaneous Notes:

Several words in the pre-post-test are not included in the lesson: courthouse, police, travel, specific, signal, call ahead, make change.

4. Car Maintenance at Home

Teachers' Comments:

"Car care at home seems to be a wonderful program, but maybe more appropriate for higher levels. It is clear and easy to read."

Grammar:

use of the indefinite article meaning "per", "65¢ a quart"

Two-word verbs (or verb plus preposition)
turn it off
put back on
put on the emergency brake
jack up the car

Idioms and Expressions:

"Do it yourself"

"run the engine"

"turn clockwise" You may as well teach "counter clockwise", too.

"Leave an inch of space."

Miscellaneous Notes:

The names of parts of a car are not included in the glossary.

The sentence, "The manual says how much", is too elliptical for a beginner. The sentence should be completed with "oil to put in."

There is a discrepency in the spelling of the word hubcap. It is written as one word in the Words to Study section but as two words in the exercise.

The pre-post-test uses the expression "in order to."

5. Car Maintenance at a Garage

Teachers' Comments:

"Excellent, especially since getting a car is a big goal for our students." "Very good at all levels."

Idioms and Expressions:

"to go wrong"

"something may go wrong"

"The shop should back up their work."

"keep your car in good running order"

Miscellaneous Notes:

The names of parts of a car are not included in the glossary.

The vocabulary on the test differs from the vocabulary used in the lesson.

The lesson includes a sample garage receipt--very good and practical.

6. Coins and Currency

Teachers' Comments:

"Good for beginners. It teaches concepts they need. Good for all ages." "Excellent for ESL beginners and intermediate students." "Coins and Currency could be helpful to this level. The visuals and questions are not too good."

Idioms and Expressions:

"heads and tails" of a coin

"figure your change"

"out of order"

7. Comparative Shopping for Grocery Items

Teachers' Comments:

"I would like larger type. Good illustrations. Some of the wording is too advanced, but can be adapted."

Idioms and Expressions:

"cut out the coupons"

"best buys"

"on sale"

"a raincheck"

"price per weight"

"economy size"

Miscellaneous Notes:

The lesson is mostly vocabulary lists. More exercises are needed. The vocabulary in the test and in the exercises differ from each other and from the vocabulary in the vocabulary lists. The illustrations also contain items not mentioned in the lists.

The names of food items are not listed in the glossary.

The module includes the months of the year with their abbreviations, and measurements of weight with their abbreviations. You might want to point out the need for capitalizing and punctuating with periods.

Although the lists of food items are extensive, they are by no means exhaustive. The seafood list, especially, could handle some additions, particularly those popular and available in Reno: trout, red snapper, mahi mahi.

The test includes questions on information not covered in the lessons, e.g., how many servings in a package, how to read labels, how the order of listed ingredients signifies their percentage of the contents.

8. Cultural Arts

"I recommend this module highly. It will make learning more interesting. The visuals and readings are simple and clear, easy to understand."

Grammar:

The relationship between "reserve a seat" and "a reserved seat"

Idioms and Expressions:

"works of art"

"live theater"

"on stage"

"in advance"

"pick up our tickets"

"go barefoot"

"guest appearances"

"rock and roll"

Miscellaneous Notes:

Refer to the pre-post-test, part III, question 4. Answers a and c both seem to be correct. Perhaps b should be "perform in the theater" so that d would be the correct answer.

In the sentence, "Sculptures are called statues too," a comma is required between "statues" and "too."

9. Eating Out

Teachers' Comments:

"Looks like good practice material. But vocabulary should be introduced with pictures. Useful for low beginners, but picture vocabulary cards should be available."

Grammar:

comparison, more or less

two word verbs, "find out" "clean up"

Idioms and Expressions:

"worked hard"

"feel like. . .cooking" or whatever

"go out to dinner" or anywhere

"eat out"

"side orders" vs. "side dishes"

"today's soup"

the hostess "seats you"

Miscellaneous Notes:

Reading a menu for price seems to be the main point of the lesson.

The lesson also teaches tipping. The correct tip amount is given as 15%. This is a good place for a cultural discussion.

The word "party" is used with the meaning "a number of people," not a celebration. The word "milkshake" is sometimes spelled as one word and sometimes as two.

The lesson uses the term "vinegar and oil dressing," but our normal phrase is "oil and vinegar dressing."

The lesson teaches the concept of meat cooked rare, so why not also teach medium and well-done?

The test uses vocabulary not taught in the lesson: waitress, alcohol, bottles, a check.

The names of the restaurants are not given in the glossary, so you may want to explain "Gumbo," "Soup's On," and "Marlo's."

10. How to Find a Job

Teachers' Comments:

"The vocabulary is appropriate for a beginning level. The presented concepts are simple to comprehend and to the point. The worksheets appear blah! I objected to one sheet that was printed entirely in capitals. However, I would use this module for beginning survival skills."

Idioms and Expressions:

"find out"

"fill out" an application

"the office nearest you"

"the person in charge"

"the white pages" of the phone book

Miscellaneous Notes:

Instead of the word "occupations", you may want to use "job".

Birthdate is written as both one and two words.

Instead of teaching "California, State of", teach "Nevada, State of." Maybe your students are good enough for "Reno, City of" and "Washoe, County of."

11. First Aid

Teachers' Comments:

"The printed material is too advanced for beginning ESL. However, with good teaching techniques it can be adapted for beginners. The pictures are not as good as in some of the other packets. Even learning a small part of First Aid could result in better emergency care, and could certainly be given merit for this alone.

Grammar:

prepositions

Idioms and Expressions:

"clear the way"

"make sure"

"for sure"

"leave it alone"

"running water"

Miscellaneous Notes:

Names for parts of the body are not in the glossary.

One section is captioned "This is CRP." Actually, it's CPR, and perhaps shouldn't be taught here. People require special training to be able to do CPR. It would be very dangerous for students to think they could do it after this brief introduction to the technique.

The section on shock seems terrifying. No symptoms are listed. If students will be told how dangerous shock is, some description of symptoms is needed.

The vocabulary in the test differs from the vocabulary in the lessons.

12. Health Needs of Children

"I would not use this module in my classes." "Very good for all levels of ESL except for Handout 11--information not right on fevers--should have information that anything 100 degrees or more, a doctor should be called--to say anything over 98.6 degrees is a fever and a doctor should be seen is not realistic or necessary."

Grammar:

Passive Voice. "An immunization record should be kept." By whom?

Idioms and Expressions:

"shots" meaning innoculations

"fill it out"

"tie up the phone"

Miscellaneous Notes:

The module begins horribly with a child wearing a sweater that says "Tiger." The lesson repeatedly refers to the child as "Tiger." This is much too idiomatic for a beginning speaker. Luckily, the module improves.

Several very useful items are the use of the word "shot" for innoculation, the record card, the absence note to a teacher, and the babysitter's guide.

The lesson includes the days of the week and school grades K-12.

Normal temperature is not always 98.6.

The module says that food and water should be safe, but gives no explanation of what "safe" food and water are. The teacher will have to supply information on this.

The names of diseases are not included in the glossary.

13. Health Concerns of Men

Teachers' Comments: None

Grammar:

"Your chances of having a heart attack are greater than a person who did not answer Yes."

This is not a correct comparison. The students need correct models. The correct sentence would be: Your chances of having a heart attack are greater than those of a person who did not answer Yes.

Idioms and Expressions:

"drink" i.e. to drink alcoholic beverages

"cut down"

"slow down"

"set aside"

"look forward to"

"right away"

Miscellaneous Notes

The presentation is sexist. Men are said to "compete more" for jobs and money.

The pictures in Handout 4 are not clear.

The words to study section presents the word "wear," but in the lesson, "wear" is used in the expression "to wear out."

The test uses different vocabulary than the lesson: as soon as possible, right away.

14. Health Services

Teachers' Comments:

"This module is an excellent material for intermediate and advanced level." "The vocabulary, content, and concepts would be very difficult for beginning ESL students." "I would like this module if it were written in simpler vocabulary which low level ESL students would comprehend."

Idioms and Expressions:

"dry out" from alcoholism

"drinking" means drinking alcohol

"right away"

"get over" a problem

"drug-free"

"picked up" to mean arrested

"kick his habit"

"catching" a disease

"put you on hold" on the telephone

"cut off" on the phone

Miscellaneous Notes:

The illustration of an entire family sitting in a bathtub seems silly.

Handout 11 is an ambiguous exercise. The answers to some of the questions are not provided in the lesson.

Handout 13 is a list of centers and phone numbers for services in California. Teachers need the local numbers.

Instead of the phrase, "commonly referred to," use "called" for beginning students.

The names of types of alcoholic beverages are not included in the glossary.

15. Health Concern of Women

Teachers' Comments:

"Excellent and usable." "Excellent for all levels of ESL."

Idioms and Expressions:

"right away"

"sexually active"

"hot flashes"

"hit or miss" i.e. sporadically

Miscellaneous Notes:

The vocabulary words of handout 6 are not repeated in the glossary.

16. How to Stay Healthy

Teachers' Comments:

"The content is very amusing and interesting, useful vocabulary, provocative situations." "Good concepts are presented and explained. The students have an opportunity to talk about their own experiences. Graphics are very good; summary is concise and clear." "The level is for intermediate students who can communicate." "The best module I looked at. Good pictures. They are helpful and clever, too."

Grammar:

"Who do you like to talk to?" is incorrect, although frequently heard. The correct sentence for modeling is "Whom do you like to talk to?"

Idioms and Expressions:

"get away from it all"

"work it off"

"wear and tear" of life

"spice of life"

"to take" stress i.e., to put up with it, to handle it

"talk out your troubles"

"in proportion to"

"balanced meal"

Miscellaneous Notes:

Handout 4 is misnamed "Body Language of the Emotions." It's actually a list of idioms.

17. Home Safety

Teachers' Comments:

"Very good for all levels of ESL." "Home Safety looks like very useful material."

Grammar:

prepositions

fall off the table
fall out of bed
leaning out of the window
playing on the stairs
playing in the street

Idioms and Expressions:

"hopped into the tub"

"out of reach"

"hot electrical applicance" i.e., with the electricity on

Miscellaneous Notes:

A true or false question on the test is "Children should only put plastic objects in electrical outlets." Of course, children should be taught not to put ANY object into an electrical outlet, so neither true nor false is a correct answer. You may want to toss out this question.

18. The Job Interview

Teachers' Comments:

"Good, usable information applicable for all levels." "Excellent for all levels of ESL."

Idioms and Expressions:

"good night's sleep"

"the key" to doing well

"plan ahead"

"take turns"

"car pool"

"maiden name"

"handle things by myself"

"time to spare"

"on time"

"act sure of yourself"

"break in" while someone is talking

"get to the point"

Miscellaneous Notes:

The vocabulary words in "Words to Study" are not in the glossary.

19. Legal Rights When Arrested

Teachers' Comments:

"This has some value for the middle levels of ESL. If I were teaching this module, I would be careful with it and include such items as disturbing the peace." "These are of some value to ESL beginners, intermediates, and advanced students, but the module needs expansion. What to do specifically for DUI, disturbing the peace, possessing and discharging weapons and firearms should be included."

Idioms and Expressions:

"post bail"

"go by your house" i.e. stop at home

Miscellaneous Notes:

One test question asks for the origin of these legal rights. This is not covered in the lesson.

20. Nutrition

Teachers' Comments:

"Good for all levels of ESL."

Idioms and Expressions:

"to round out meals"

Miscellaneous Notes:

Neither food names nor measurements (tablespoon, cup, ounce) are in the glossary. Bringing the items or pictures of them to class will be more useful.

Handout 2 is supposed to be a list of the foods in each food group. The lists are quite abbreviated, however, so you may want to provide more information.

21. Obtaining Personal Documents

Teachers Comments:

"Excellent material, nicely presented. This information is important for ESL students. Level is high. Vocabulary is at an intermediate level. I would like to see a similar module geared for 0-4 level."

Idioms and Expressions:

"maiden name"

"full name"

"money order"

"passed away" e.g., My grandmother passed away.

"no say" e.g., You'll have no say in the matter.

"go about" e.g., How do you go about writing a will?

"check out" library books

Miscellaneous Notes:

The information in this module is useful, but the reading level is high for beginning ESL students.

The vocabulary with definitions in the lessons is not included in the glossary.

22. Post Office

Teachers' Comments:

"Excellent for ESL beginners and intermediate students."

"Excellent skill. Beginners really need this post office skill. Good for all ages."

Idioms and Expressions:

"fill out" a form

"bold line" i.e., the heavy black line

"as is" e.g. The letter could not be delivered as is.

"money order"

Miscellaneous Notes:

The module has good exercises and clear presentations except for the section on money orders. Sample forms have vocabulary words you may need to discuss, e.g.,"negotiable" on the money order.

Vocabulary such as envelope, stamp, salutation, are not in the glossary since they are pictured in the lesson.

23. Sales Tax

Teachers' Comments:

"Definitely not suitable for level 0-4. This module assumes the students can manipulate decimals, percents, and fractions. The terminology and mathematics are at an intermediate level."

Miscellaneous Notes:

There are two modules with "Sales Tax" for a title. The module with a man on the cover is the lower level. The module with coins on the cover is much higher, with vocabulary like computing, decimal, legislature. However, it is also much more comprehensive.

The information in both modules is based on California tax, so it needs to be revised to Nevada tax to be useful for Nevada students.

It may be a false assumption to think ESL students can not do simple math. With ABE students the percentages and decimals may be a problem, but ESL students are not necessarily uneducated or stupid. Anyone with a grade school education should be able to figure percentages, and many immigrants held responsible positions in their native countries.

24. Selecting a Good Buy

Teachers' Comments.

"This is not suitable for ESL beginners. It is all right for intermediate and advanced students." "Not for beginners. Vietnamese are already astute in comparison shopping."

Idioms and Expressions:

"on sale"

"on the spur of the moment"

"a good buy"

to have something "in mind"

"left over"

"all at once"

"a shopping trip"

Miscellaneous Notes:

The names of clothes items are not in the glossary.

25. Selecting Clothes

Teachers' Comments:

"Not suitable because adults have this knowledge already. Class would be bored." "Might be good for 16 to 18 year olds. Not suitable for Vietnamese because they are already aware of sizes and are careful shoppers." "Looks good. Vocabulary explained."

Miscellaneous Notes:

Names of clothes items are not in the glossary.

Handout 6 on reading labels is good.

26. Social Security

Teachers' Comments:

"Useful to aid in explaining why money is withheld." "Excellent for ESL of all levels." "It seems a little difficult for beginning students, but would be good for a more advanced beginner."

Idioms and Expressions:

"covered by social security"

"keep track of"

27. Traffic Signs

Teachers' Comments:

"Good for persons to learn 16 years and up. Also good for children in learning traffic rules in the United States." "Excellent for ESL beginning, intermediate, and advanced." "I don't recommend it. Visually, it leaves much to be desired, and the content looks too boring to students."

Idioms and Expressions:

"slow down"

"Xing" i.e. crossing

28. The Voting Process

Teachers' Comments:

"Our students are not eligible to vote and won't be for five years. Not applicable."

Idioms and Expressions:

"get along with"

"political party"

Miscellaneous Notes:

The test has questions on information not given in the lesson, e.g., finding the location of one's polling place.

Although students may have several years to wait before becoming voters, as residents of the United States they may be interested in the process. You may feel that anyone living in the United States should have some concept of the government, especially since they may want to understand the news.

29. Weights and Measures

Teachers' Comments:

"Why teach this system if the U.S. is going metric? Material is suitable for and usable by low beginners."

Miscellaneous Notes:

The module includes abbreviations. Exercises are good.

PART V

A Selected Glossary

for

Clovis Lifeskills Modules

This glossary is not a substitute for a dictionary. The glossary is highly selective and subjective. Definitions are based strictly on specific uses of words in the modules. Therefore, a word such as "relation", which has several meanings, may have only one meaning listed in this glossary.

Several categories of words are not included at all. As noted in Part IV of this handbook, words defined in the lessons are not repeated in the glossary. Very basic words (e.g., man, house, doctor, pain, parents) are also not included. Words that do not have equivalents (e.g. artichoke, pneumonia, wrench) are not included. Words that can be most quickly understood by picture or item are not included. Idiomatic uses are noted in Part IV by module rather than listed in the glossary.

Ideally, this should be a glossary of synonyms. When this was impossible, equivalent terms have been given. We tried to use the lowest level of vocabulary possible. Our aim was to provide you with substitute words for use with your low level students. However, shortages of time and research have infringed on the accuracy, and we expect a great deal of revision to be needed, both in the selection of words and in the given definitions.

We are relying on your feedback to help with revisions in this important part of the handbook.

-A-

abbreviation: a short way to write a word.
St. is the abbreviation for street.

ability: how well you do something.
Your ability to speak English is improving.

abnormal: not normal. A temperature far above 98.6 is abnormal.

absence: not present, without.
An absence of money means you are poor.

absent: not present, without.
When you take your child to the doctor, the child is absent from school.

abuse: bad or wrong use.
The abuse of wine or beer can make you drunk.

accent: special, interesting
The pretty belt is an accent to your dress.

accept: to take, to agree
I accepted a new job.

accident: something bad that you did not know would happen.
I had an accident, and I cut my finger.

ache: a pain, to hurt.
I have an ache in my arm. My arm aches.

act: to do something
You act like a good student if you study every day.

activities: things to do
The club has activities like singing and dancing.

actor: a man in a movie or on television who acts like someone else.
John Wayne was a famous movie actor.

actress: a woman in a movie or on television who acts like someone else: Elizabeth Taylor is a beautiful actress.

add: put together.
He adds milk and sugar to his coffee.

address: where you live.
John's address is 12 Washington Avenue, Reno, Nevada.

addressee: the person you send a letter or package to.
I wrote a letter to my sister. My sister is the addressee.

administrator: a person who has control. The president of the school is an administrator.

ads: a short way to say advertisement.
You should read the ads before you go shopping.

advance: before, money you get before your paycheck.
Sometimes when you start a job you can get an advance on your pay if you need money.

advertise: to put information in the newspaper or on television.
Most stores advertise so people will know what the stores sell.

advice: tell someone what to do.
Parents give advice to their children.

affect: a change, to change something.
Learning English will affect your life in the United States.

afford: to have the money to buy something. I can afford an apartment, but I can not afford a house.

-A-

agency: a business or office that helps you. An employment agency will help you find a job.

agitated: unhappy, nervous, or excited. He was agitated by the bad news.

airway: a route for air. You breathe through the airway between your nose and your lungs.

a la carte: not complete. In a restaurant, it is more expensive to order a la carte than to order a complete dinner.

alcoholic: a person with a sickness that makes alcoholic drinks dangerous for him. Alcoholics can get help with their sickness.

alcoholism: a sickness that makes alcoholic drinks dangerous for some people. Many people suffer from alcoholism.

allow: to be okay. The policeman said you are allowed to park your car here.

alone: without other people. You must answer the question alone. You cannot have help.

amount: how much. What amount of soup do you want to eat?

angle: the space between two lines that meet in a corner. The corner of a room has an angle of 90 degrees.

appear: to be somewhere. If you steal something, you must appear in court.

appearance: to be somewhere. The movie star made a guest appearance on a television program.

appetite: how much you want to eat. John has a big appetite in the morning. He eats a big breakfast.

appetizer: food you eat before dinner. I will have some cheese for an appetizer.

appliances: electrical machines for a special purpose. The dish washer is an appliance.

applicant: a person trying to get a job or something. A job applicant should dress neatly.

application: a paper with questions that an applicant must answer. You will get an application if you look for a job.

apply: to try for something. John will apply for the job in the store.

appoint: to choose for something. The president appoints people to help him.

appointment: a meeting at a special time. If you are sick, you can make an appointment with the doctor.

approaches: to come closer. The bus approaches the street corner.

approved: to be okay. Your answer is approved by the teacher.

approximately: almost, close, not exact. The two boys are approximately the same size.

-A-

argument: fight with words.
The people had an argument about the price of the car.

arrangement: things put in special places. The arrangement of flowers on the table is very beautiful.

arrested: taken by the police.
If you steal something, you will be arrested.

artists: painters, dancers, actors, musicians. The artists will show their pictures at the school.

arts: making beautiful things.
Dancing and painting are arts.

assistance: help.
Ask the teacher for assistance if you have a problem.

attack: see "heart"

attitude: how you feel about something. John has a good attitude about learning English. He studies every day.

attorney: a person who has studied about the law and can represent you in court. If you have questions about the law, you must ask an attorney.

audition: to try for a job as an actor or musician.
John will audition for a part in the movie.

automatic: works by itself.
My dishwasher is automatic.

-B-

babysitter: a person who takes care of children. A babysitter will take care of your children if you go to a party.

bail: money you pay to say that you will appear in court. If you do not want to wait in jail, you must pay bail.

balance: equal, to weigh the same.
You must balance the money you spend with the money you make.

ballet: a type of dance.
Ballet is a difficult and beautiful dance.

ballot: a paper you use to vote.
Write your choice on the ballot.

Bar Association: a special organization for lawyers. My lawyer belongs to the Bar Association.

barefoot: without shoes.
John likes to be barefoot in the summer.

bargain: buy something at a good price.
This dress was a bargain. It only cost $10.

basic: lowest level.
Learning the alphabet is basic to learning English.

behavior: how you act. What you do.
Good behavior is important when you apply for a job.

benefits: things that help, good things.
You can get social security benefits when you are 60.

benign: not cancer
The man was happy that his wife's tumor was benign.

beverage: something to drink.
Coca Cola is my favorite beverage.

bill: a paper that tells you how

something. After dinner, the waiter gave us the bill.

bleach: something to make things whiter. Rita puts bleach into the wash to get clean, white sheets.

bleed: to lose blood.
If I cut my finger, it will bleed.

blister: liquid under the skin. John has a blister on his hand from burning it on the stove.

blood pressure: how hard your blood pushes through your body. High blood pressure is dangerous to health.

blood vessels: veins and arteries. Blood vessels carry blood through your body.

blotchy: not even, with spots.
His face was blotchy from the sun.

booster: a second or third shot for the same disease.
Children need boosters for polio and measles.

booth: a small place.
Call me from a telephone booth if you will be late.

borrow: to use something that belongs to someone else. Joe will borrow a pencil from Pat to fill out the form.

bowling: a game. In bowling, you must try to hit the pins with a heavy ball.

box office: a place to buy tickets for the movies or theatre. You can buy tickets at the box office from 2-5 p.m.

brief: short.
We came home early because the class was brief.

brotherhood: the feeling that all people are brothers.
Brotherhood teaches us to be kind to everyone.

budget: list of what you earn and what you spend. We must obey our budget or we will not have any money.

bus stop: the place where the bus stops to pick you up. Tom goes to the bus stop at 7:30 every morning.

-C-

candidate: a person who wants a public office. There will be two candidates for president of the United States.

cap: top.
Put the cap on the bottle so the medicine won't fall out.

carton: a box.
There are twelve eggs in a carton at the store.

cause: the reason for something to happen. The cause of the fire was a gasoline can.

caution: warning, be careful.
A flashing yellow light means use caution before crossing the street.

center: a place where people go for a special reason.
We go to the shopping center to shop.

ceramics: things made of clay.
My every day dishes are ceramics.

certain: special.
You may need certain skills for a job.

certificate: a paper that proves something. Your child will need a birth certificate to go to school.

certified: guaranteed to do something. All teachers must be certified by the government.

chance: opportunity to try.
If you have a chance to become a citizen, will you become one?

change: money left after paying for something. The milk costs 80¢. If you give me one dollar, I'll give you 20¢ change.

charge: ask for payment.
The store will charge $75 for this coat.

charge: the reason you are arrested. The charge against David was stealing a car.

cheaper: cost less money.
A Volkswagon is cheaper than a Mercedes.

check: a paper that tells you how much money to pay for something. After dinner, the waiter gave us the check.

check: look carefully, examine.
The doctor will check your heart.

check-up: an examination by the doctor.
Adults should have a check-up once a year.

chill: to feel cold.
I have a chill from sitting near the open window.

choke: to catch something in your throat so that you can not breathe. If you eat too quickly, you may choke.

chorus: people singing together.
If you have a good voice, you can join a chorus.

circulation: going from place to place.
Poor blood circulation can make you feel cold.

claim: ask for something. John claimed the car as his own.

classified: The part of the newspaper that advertises jobs, houses, cars, etc. Look in the classified section to find a new job.

clearance: to sell everything. Some stores have clearance sales in the spring and fall.

clinic: a place where special medical problems are treated. Mrs. Jones went to the women's clinic for her check-up.

commission: to be paid a percentage. The salesclerk gets a commission on every dress that she sells.

committed: did something. John was arrested because he committed a crime.

common: normal, usual. Ayples are a common fruit in the United States.

community: place where people live. Our community has two schools, a park, and a clinic.

comparison: telling how things are alike or different. Comparison shopping is important for saving money.

compete: to try for the same thing. Many horses will compete in the race.

complaint: saying something is bad. Mary has many complaints about her car.

complete: finished. When dinner is complete, we can all eat.

complications: problems. If you do not write a will, there may be complications in dividing your property.

concert: a show of music and/or singing. On Sunday we will listen to a Beethoven concert.

conditions: special rules. The conditions for sick leave are that you have a note from your doctor.

conference: a meeting. Mary has a conference with the teacher at 3:00.

confidence: faith in yourself. When you have confidence, you know you are good at something.

confidential: secret. The story I told you is confidential.

conscious: awake, aware. A person should not be conscious during an operation.

consider: think about. John will consider buying a new car.

constant: without stopping. Mary has a constant pain in her arm so she went to the doctor.

consult: ask for advice. Consult a doctor if you feel sick.

contact: meet with or talk to. Contact the teacher if you do not understand the lesson.

contagious: spreads easily. Measles and colds are contagious.

contain: to hold something
The bag contains milk and eggs.

container: something that holds things. The container of milk is in the refrigerator.

contribute: give
John will contribute money for the party.

convenience: something easy
Convenience foods are fast and easy to cook.

conversation: talk
We had a conversation about the government.

convert: change
I want to convert this ten dollar bill into two five dollar bills.

cope: do something difficult with success. Mary must cope with the pain of her broken leg.

costume: special clothes
The actors wear costumes for the movie.

counsel: give advice
The teacher can counsel you on the problem.

county: part of a state
Reno is in Washoe County.

couple: two
A husband and wife make a couple.

coupon: a paper that changes the price of something. The sugar is usually 95¢, but with the coupon the price is only 80¢.

create: make
The artist will create a picture with the paint.

credit: to buy something without money, you promise to pay for it later. Mary bought her new coat on credit. She has six months to pay for it.

crippled: hurt so that you can not use your arms or legs. The man was crippled in the war.

crisis: very dangerous time
John called the police during the crisis.

cultural arts: dance, painting, music, drama. The cultural arts teach us about beauty.

curable: can be made well
Sometimes cancer is curable.

currency: money
American currency has dollars but British currency has pounds.

cycle: length of time that repeats
The cycle of the year begins on January 1.

dairy: about milk
Cheese and yogurt are dairy products.

damaged: hurt
The car was damaged in the accident.

date: to put the month and day on something. The clerk will date all the cheese so that we will know how old it is

debt: money you owe to someone.
John has a debt of $2000 for the new car.

decorate: make something beautiful
Mary will decorate the room for the party.

decrease: make little
If the salesman will decrease the price, I will buy the dress.

deduct: take away
He will deduct $5.00 from the price.

deed: an important paper that says you own something. John has a deed for his new house.

democracy: government by the people
The United States is a democracy.

deposits: something left
Fat deposits in your body can be dangerous.

depressed: very unhappy
John was depressed when he lost his job.

destination: place you are going.
Hawaii is our destination on the trip.

detect: find
The doctor will detect your illness.

detergent: soap for clothes or dishes.
I like a detergent with a pretty smell.

determine: to find or decide
I will determine the answer to the problem.

detour: to go a different way
This road is not good, so we will detour around it.

diagnose: tell what the problem is.
The doctor will diagnose the child's illness.

dialogue: two people talking.
John and Mary had a dialogue.

dictated: tell someone something
The doctor dictated the medicine to the sick person.

diet: what you eat.
Vegetables should be part of everyone's diet.

disability: hurt so you can not do something. John's broken hand was a disability for him.

discount: cheaper price
Mary bought the tomatoes at a discount because they were too ripe.

display: show
The children had a display of their work at school.

district: part of a city
The southern district of Reno is very expensive.

distilled: pure
Put distilled water into the battery of the car.

documents: special papers that prove something. A birth certificate is a document.

-D-

doubts: questions that make you unsure of something. The student had doubts about the answers to the test.

drain: to empty.
After washing the dishes, you can drain the water from the sink.

drinks: alcoholic things to drink.
Beer, wine, and whiskey are drinks.

drown: to die by swallowing water.
If the baby falls into the lake, he may drown.

duplicate: a copy
John needs a duplicate of his birth certificate to show the teacher.

durable: good for a long time, will not break. The clothes we buy for children must be durable.

-E-

earn: to make money
Mary earns her money by sewing.

earnings: money you make by working.
John's earnings are $200 a week.

easing: to make less.
This medicine is easing the pain of his headache.

electrocute: to die from electricity.
If a radio falls into the bath water, you can be electrocuted.

embarrassed: unhappy for making a mistake. Mary felt embarrassed after she dropped the plate on the floor.

-E-

emergency: something surprising and dangerous. This is an emergency! The house is on fire!

emotional stress: problems that make you feel nervous or tense. A divorce can cause emotional stress.

employee: worker
The teacher is an employee of the school.

employer: hirer, boss, place a person works for. The store is the employer of the sales person.

employment: work
The waiter's employment is serving food.

energy: fuel
Oil is a form of energy.

enriched: better, improved
Our lives are enriched by learning new things.

estate: all the things you own.
When John dies, his estate will belong to his children.

estimate: a possible price
The mechanic should give you an estimate of the price before he works on your car.

ethnic: about a special group of people. Pumpkin pie is an ethnic food of Americans.

exact: correct, perfect
The exact price of the car is $4,899.

excellent: very good.
Your work in the class is excellent.

-E-

excuse: to forgive
The teacher will excuse the student for being late to class.

executor: person who takes care of your will. The executor will give my estate to my children.

exhale: breathe out
The doctor will listen to your heart as you exhale.

exhibit: show
On Sunday we will go to an exhibit of special stamps.

expenses: costs
The expenses of a trip to Paris are about $1,000.

experienced: skilled
I will bring my car to an experienced mechanic.

expert: a person with special knowledge. This doctor is an expert on eyes.

expiration: end
The expiration day of the sale is March 22.

-F-

fact: something that is true.
It is a fact that Washington, D.C. is the capital of the United States.

factory: a place where things are made. John works in a factory that makes cars.

fair: just, equal
Laws must be fair to all the people.

-F-

fare: price to ride a bus or train.
The fare for the bus is 50¢.

fee: price for a doctor or lawyer.
The doctor's fee is $45 for the first check-up.

felon: criminal, law-breaker
A felon can not vote in the United States.

felony: a crime
Murder is a felony.

figure: get the answer
The sales person figured the price of the two dresses.

financial: about money
Mary needs financial help to pay her bills.

fluid: liquid, something wet, not solid. Water and milk are fluids.

flushed: red in the face.
After running a mile, John was flushed.

fluttering: fast and uneven.
Her heartbeat was fluttering after the exercise.

folk dance: a dance done long ago.
The children learned a folk dance from Spain.

follow: to obey
The students follow the teacher's directions.

following: next
The first question was easy, but the following questions were hard.

-F-

forward: ahead, before
The people moved forward when the door opened.

forward the mail: send to the new address. The Post Office can forward your mail if you move to a new house.

frayed: worn, old, hurt
The bottom of the skirt was frayed from touching the ground.

fuel: something that gives heat or power. Gasoline is fuel for cars.

-G-

gallery: place for pictures
Mary took her paintings to the gallery for the people to see.

garage: place to keep your car.
John keeps his car in the garage so it is safe from the snow.

garage: place to have your car fixed. My car will not run so I must take it to a garage.

gather: put together
The children should gather their toys and clean the room.

grade: class
John's nine-year-old son is in the fourth grade in school.

gradually: little by little
Students learn English gradually.

groceries: food bought in a store
Mary bought the groceries before she made dinner.

grocery: a store for food
Go to the grocery and buy some potatoes.

-G-

guarantee: say something is true.
The mechanic will guarantee that the car will be okay.

guarantee: a paper that says that something is true. John asked the mechanic for a written guarantee.

guilty: did something wrong.
The man was guilty of stealing the car.

-H-

handle: care for
Mary can handle the three children.

handles: holders
The handle of the pot is hot.

handicapped: hurt so that you can not do something. A person who can not see is handicapped.

handicrafts: something made by hand.
This painted plate is a beautiful handicraft.

harm: danger, hurt
Fire can harm a house or a person.

hazard: something dangerous
A river can be a hazard to a child.

heads: the side of a coin with a person's picture on it. The heads side of a quarter has George Washington on it.

heading: title
If you want a job, look in the newspaper under the heading "Help Wanted."

heart attack: the heart stops working
A heart attack is a dangerous illness.

heart murmur: strange heartbeat
John has a heart murmur, but it is not dangerous.

-H-

hoarse: rough voice.
John has a sore throat so his voice is hoarse.

host, hostess: a person who invites you. My host took my coat and gave me a cup of coffee.

host, hostess: in a restaurant, the person who shows you your table. The hostess showed us a table and gave us the menues.

household: about a house.
I use my household money to buy food and soap.

housework: work to clean the house. Mrs. Jones does her housework in the afternoon.

-I-

identification: paper that proves who you are. A driver's license is good identification.

ignore: not notice, not care.
If you ignore your health, you will get sick.

imaginary: not real.
Mary read an imaginary story to the children.

immediately: now, right away
Stop the car immediately if you see a red light.

immunization: shot, medicine put into a person with a needle.
Children need immunizations for polio.

improvement: something better.
The medicine made an improvement in John's illness.

impulse: quickly, without thought.
Mary bought a dress on impulse and paid too much money for it.

-I-

inactivity: not moving
Many people have too much inactivity so they get fat.

include: add
I always include rice with my dinner.

income: money you earn, wage, salary
John wants to be a lawyer so he will have a high income.

infection: sick because of germs
Mary had an infection in her ear.

ingredients: things that make something, usually in food.
The ingredients of a cake are sugar, flour, butter, eggs, and milk.

inheritance: things left to you by a person who dies. John's uncle left him a $5,000 inheritance.

injury: hurt, harm
Mary's injury from the accident is a broken leg.

insides: parts of your body that are inside your skin. Your heart and stomach are part of your insides.

insufficient: too little, not enough
The money I make is insufficent to buy the car I want.

interest on loans: extra money you pay to borrow money from a bank or person. The interest on my car loan is 9 per cent.

interfere: make trouble, make hard
The noise interferes with my work.

interview: meeting to get information
At the job interview you can learn about the job.

intoxicating: makes you drunk
Too much wine can be intoxicating.

-I-

invoice: bill, list of prices
The mechanic gave John an invoice of the work on his car.

involve: be part of
The government involves all the people.

item: one thing
The list has four items: paper, pencils, pens and ink.

-J-

jack: tool to lift a car.
John used a jack to change the flat tire.

jacket: short coat
Mary bought a jacket for the winter.

judge: person who gives you a punishment for doing something wrong. The judge sent the thief to jail for two years.

jury: people in a court who decide if you are guilty or not guilty. The jury took a long time to say that the woman was not guilty of the crime.

-K-

kindergarten: class for five-year-old children. Mary's daughter is learning the alphabet in kindergarten.

-L-

labor: people who work, work
Labor on the car took four hours.

-L-

leaks: does not hold water
This pot has a hole so it leaks.

lean: thin, without fat
Lean meat is better for you than fat meat.

leaning out a window: put your head out of the window. Mrs. Jones was leaning out of the window to watch her children.

legal: about the law
The lawyer is studying his legal papers.

level: even, flat
The top of the table must be level.

lid: top, cover
The lid on the box was broken so Mary bought a different one.

lifestyle: how you live
Most people like a married lifestyle.

likely: expect something to happen
The sky is gray so rain is likely.

liquid: wet, not solid
Milk and water are liquids.

list: to write what you want to remember. The women list the food they will buy at the store.

loaded: be full of ammunition
The gun was loaded so John was very careful.

loan: money you borrow
Mr. and Mrs. Jones got a loan to buy their new house.

local: near, about a special place
The local school is only one mile from my house.

located: in a place
The store is located on Main Street.

-L-

loose: not tight, big
The skirt was loose so Mary did not buy it.

lose: not know where something is, not have something any more
John always puts his keys on the table so he will not lose them.

-M-

maintenance: care
Maintenance of a home takes a lot of work.

majority: most, the bigger part
The majority of the people voted for President Carter.

malignant: has cancer
The doctor tested the cell to see if it was malignant.

manners: polite way to act
People with good manners always say "please" and "thank you."

manual: a book with directions
John bought a manual about his car. *

manufacturer: person or company that makes something. Ford is a car manufacturer.

marital: about marriage
Marital problems may cause divorce.

match: be the same
The color of this dress matches the color of the shoes.

material: cloth, fabric
Mary bought some material to make a dress.

*also, "by hand". Mary used a manual pencil sharpener.

-M-

mechanic: person who fixes cars
The mechanic looked at the engine of the car.

membership: be part of a group
Most lawyers have a membership in the Bar Association.

memory: power to remember
You need a good memory to learn English because you must remember many new words.

mentally: about your mind
Special hospitals help people who are mentally ill.

mention: talk about
Please do not mention this secret to anyone.

merge: come together
The place where roads merge can be dangerous.

middle-aged: between 40 and 60 years old. Middle-aged people must take care of their health.

mild: not strong
The weather in California is mild.

minister: leader of a church
John and Mary were married by a minister.

minor: person under 21 years old.
High school students are minors.

miscellaneous: many different things
Mary bought miscellaneous things in the store.

moderately: not too much
The boss was moderately angry with the person who did something wrong.

moist: wet
The grass was moist from the rain.

-M-

mosaics: pictures made from many small pieces. The mosaics in Italy are very old.

murals: large paintings on walls
Many buildings in Los Angeles have murals.

murmur: see heart murmur

museum: place to keep special things like art or old things. On Sundays we go to the museum to look at the old cars.

musical: a movie or play with singing and dancing. "My Fair Lady" is a famous musical.

musician: a person who plays music
John is studying the piano so he can be a musician.

-N-

nears: come closer
Wait at the bus stop as the bus nears.

needs: things you must have
Food and clothing are important needs.

neighbor: person who lives near you. Mary has coffee with her neighbor at ten o'clock.

nervous: worried, afraid, excited
The little girl was nervous about going to the doctor.

normal: usual, general
A high temperature is not normal for a person.

note: a short letter
Mary wrote a note to thank her friend for the present.

-M-

nursing: breast-feed
Many young mothers are nursing their children today.

nutrition: eating healthy food
Good nutrition is important for everyone.

-O-

object: a thing
John saw a large object in the yard and went to see what it was.

obtain: get
Mary will obtain the tickets for the movie.

occupation: job, work
Teaching is Mary's occupation.

opening, job opening: a job that is not taken. The store has an opening for a salesperson.

operator: person who works for the telephone company and gives you information. John asked the operator for Tom's telephone number.

orchestra: group of people with many insturments to play music. The orchestra played a beautiful song.

organization: group of people
This organization is giving money to build a new park.

outdated: old, not used anymore.
Short skirts are outdated.

outdoors: not in a building
Mary ate breakfast outdoors because the sun was shining.

out of order: broken, not working
The coffee machine was out of order, so John bought a coke.

-O-

outpatient: sick person who visits the hospital but does not have to stay in the hospital. The outpatient visited the hospital once a week until he was well.

overtime: working more than eight hours a day. John earns extra money by working overtime.

overweight: fat
Many people are overweight because they eat too much.

-P-

pale: without color, white
I think Mary is sick because her face is very pale.

paramedic: a person trained in medicine, but not a doctor. You can call a paramedic in an emergency.

parole: a person in jail is let free, but he must obey the laws and visit a police officer. Mary is glad that John is on parole and can come home.

part time: working less than eight hours a day. Mary works part time so she can care for her children.

party: number of people
John bought tickets for a party of four.

pass, monthly pass: a card or paper that works like a ticket. I have a monthly ass for the bus so I do not have to pay every day.

pat: touch softly
The child wants to pat the dog.

payment: money you pay for something. The payment on the car is $150 a month.

-P-

P.E.: physical education, a class at school for exercise
The girls played soccer in P.E. class.

pedestrian: a person walking
Car drivers must watch for pedestrians.

peel: skin, the outside of something
Mary makes candy from the peel of an orange.

pension: money you get without working when you are old or hurt. My grandfather gets a pension from the army.

perform: act, do something
The dancers will perform at two o'clock.

performance: show
Everyone liked the singer's performance.

perfume: something that smells good. Mary likes to wear perfume every day.

period: length of time
You will have a thirty minute period to finish the test.

periodically: regularly at special times.
Adults visit the doctor periodically, usually once a year.

perishable: does not last long
Milk is perishable so we put it in the refrigerator.

permission: to say something is okay to do. The policeman gave me permission to cross the street.

permitted: something is okay to do
The policeman permitted me to cross the street.

personal: private
This letter is very personal so please do not read it.

personnel: the people who work in a place. The personnel in this office are very polite.

physical: about your body
Exercise can help your physical health.

plant: factory building
The Ford motor plant is in Detroit.

plus: added, extra
I like milk plus sugar in my coffee.

poison: something dangerous to eat. Bleach is a poison if children drink it.

political party: a group of people with the same ideas about government. President Carter is part of the Democratic political party.

polling place: place where you vote. I will vote at the polling place near my home.

pop music: popular music, rock and roll
Teenagers listen to pop music on the radio.

portions: servings, parts
John loves rice so he wants a large portion.

position; dance position: to stand and move a special way. Many dance positions are hard to do.

positive: sure, certain
Mary is positive that she did well on the test.

postage: money you pay to mail something. The postage on a letter is fiftee cents.

-P-

practices: ways to do something
Good buying practices will save you money.

precaution: care, be careful
Looking for cars is an important precaution for crossing the street.

precinct: part of a city
The police office for this precinct is on Main Street.

prepared: ready
John studied hard so he is prepared for the test.

press: iron, smooth
Mary will iron her dress before going to the party.
press: hold tightly
You must press on a cut to stop the bleeding.

pressure: weight, holding tightly
Put pressure on a cut to stop the bleeding.

prevent: stop
The policeman will prevent John from driving too fast.

previous: the one before, first
Mary lives in Reno, now, but her previous home was in Carson City.

primary: first
The primary election is in May, but the last election is in November.

prison: jail
The boy went to prison because he stole a car.

proceed: go on
When the light is green, you may proceed.

-P-

process: how to do something
The process for making a cake is simple.

products: things that are made
The products of the Ford Company are cars.

professional: with special training and paid work. Professional actors work in New York and Hollywood.

promptly: soon, at the right time
Class begins promptly at seven o'clock.

proof: something that says a thing is true. Your birth certificate is proof of your age.

proper: right, correct
Putting an egg into the cake is proper.

property: what you own
That book is my property.

provide: give
Mary will provide a cake for the party.

pry: take off a tight top
I can not pry the top off this can of coffee.

pump: push regularly
The heart pumps blood to the body.

purchase: buy
I will purchase some eggs for dinner.

purchase: things you buy
My purchase today was a pretty dress.

puttering: doing little jobs
Fixing the lamp and painting the door are puttering.

-Q-

quality: how good something is
The quality of your work is very good.

-R-

raincheck: a promise to do something at another time. The salesman gave me a raincheck for the coat because I could not buy it at the sale today.

range, price range: the changes in price for one thing
The price range for this coffee is from $3,00 to $4,50 at different stores.

rate; tax rate: the per cent of tax you must pay
The sales tax rate is 4 per cent.

raw: not cooked
Carrots are good raw or cooked.

real estate: land or buildings
My house is real estate but my car is not.

realize: to know
They realize that the boy needs love and care.

rear: at the back
The rear door of the bus is not near the bus driver.

receipt: a paper that says you paid for something. The receipt for my new hat says I paid $20.

receptionist: person who greets you in an office. The receptionist told John to sit down and be comfortable.

recliner: a chair that moves so you can lie in it. John likes to rest in the recliner.

record: paper that tells what you have done. Your job record tells all the jobs you have had.

recreation: things that are not work
Mary goes swimming for her recreation.

reduce: lose weight
I want to reduce so I will not eat any cake.

refer: send to someone for help
John will refer Mary to Dr. Jones for a check-up.

references: people who can say you are a good person and a good worker
You will need references to get a job.

reflexes: move without thinking
Good drivers need good reflexes.

refund: money you get back
I gave the dress back to the store, so I got a refund of all the money.

refuse: to say no
They refuse to stop at the red light, so the policeman gave them a ticket.

register: add your name, sign up
You must register as a voter before you can vote for President.

rehabilitation: cure, become better
The rehabilitation of an alcoholic can take a long time.

relations: how you act with someone
John's relations with his sister are not always good.

relative: a person in your family
Aunts and uncles are relatives.

relax: rest
After working all day, John likes to relax.

-R-

release: let go, free
If you release the dog, he will run across the street.

remail: mail again
Mary will remail the letter with the correct stamp.

remain: stay
John will remain at work until 5 p.m.

remove: take away
The children will remove the dishes from the table.

repair: fix
The door is broken, so Tom will repair it.

repellent: keeps something off
I wear this coat in the rain because it is water repellent.

replace: put back
Replace the book on the table when you have finished reading it.

reputation: what people think about you. Mary went to Dr. Jones because he has a good reputation.

required: necessary
A college degree is required for this job.

rescue: save from danger
The fireman will rescue the people from the burning house.

reserve: keep for future use, save
The restaurant will reserve a table for us at seven o'clock.

reservation: a promise to keep something for future use. John made a reservation at the restaurant.

-R-

retirement: not working any more. My grandfather began his retirement at age 65.

right, legal right: some legal freedom that you have. Americans have the right to vote.

rinse: wash clean with water
Mary rinses the dishes to take the soap off them.

rock: move front and back or side to side. Mother will rock the baby so he will fall asleep.

route: way, road
Interstate 80 is the shortest route to San Francisco.

running water: moving water
A river is running water, but a lake is still water.

-S-

salary: money you get for working
John wants a job with a salary of $20,000 a year.

sample: a little test of something
The doctor will need a blood sample at your check-up.

satisfied: happy with something
Everyone was satisfied with the movie.

scale: a machine to measure weight
Put the oranges in the scale and give me three pounds.

schedule: list of times
I will call the airport to get the schedule of planes to New York.

seal: close
Seal the letter before you mail it.

search: look for something
I lost my keys so I must search for them.

-S-

section: a part
Please give me a section of the orange; I do not want the whole thing.

security clearance: proven safe
You will need security clearance to visit the President.

self-check: test yourself
Women should self-check themselves for breast cancer.

self-employment: work for yourself
People who own businesses are in self-employment.

select: choose
Mary did not know which dress to select for the party.

senior citizen: person over 55 years old. Senior citizens can ride the bus for only five cents.

separately: one by one
The teacher will test each student separately.

serious: important, dangerous
His illness is very serious.

servings: amount of food for each person. John likes this restaurant because the servings are big.

settle: finish, agree
We should settle this problem soon.

settlement: end decision
The lawyer will tell us the settlement this afternoon.

several: many
Mary uses several eggs to make this special cake.

severe: very strong, very dangerous
John has a severe headache so he went to bed.

share: give part to someone else.
I will share my coffee with you.

shift, work shift: the hours you work. John works from 4 p.m. to midnight, the swing shift.

shock: sudden illness because of loss of blood, pain, fear
Tom broke his leg in the car accident and went into shock.

shrink: get smaller
If I wash this sweater, it will shrink.

side effects: problems that come from something else. Some people get stomachaches as a side effect of aspirin.

side orders: extra food you order with your meal. John wants a side order of french fries with his hamburger.

signal: traffic light
Stop the car when the signal is red.

silent: quiet
Everyone was silent during the movie.

simple: easy
The test was simple because I studied hard for it.

site: place
Mary wants to build a house on this site.

situation: position
Children near water can be a dangerous situation.

skills: things you know how to do.
You will need typing skills to do this job.

slide: move smoothly
Children like to slide on ice.

slip: small piece of paper
The bus driver will give you a transfer slip so you can ride another bus.

slippery: hard to stand on
The floor is slippery because it is wet.

social security: money from the government for people who do not work because they are old or sick. Mary gets a social security check every month.

solve: get the answer
The government is trying to solve the energy problem.

sore: hurting
Tom has a sore throat.

sour: not sweet
Lemons are sour.

sources: beginnings, place to find something
The telephone book is a source of information.

specials: things at a low price for a short time.
The store has specials on eggs and bread today.

specific: special
I need a specific medicine for my illness.

spoiled: not good anymore.
John left the milk in the car so it spoiled.

squad, rescue squad: a group of people who help. Mary called the rescue squad to help the child in the lake.

squeeze: hold very tight
When you squeeze an orange, you get orange juice.

stacked: one on top of another, piled
The books are stacked on the table.

stain: dirty spot
The coffee made a stain on Mary's dress.

-S-

statement: something you say
Give me a statement of the price of the shoes.

steady: without change
Bob has a steady pain in his stomach and he wants to see a doctor.

stoppage: end of something
A stoppage of breathing is very dangerous.

strain: hurt a muscle
John's leg got a strain when he went skiing.

stress: worry
Some jobs cause more stress than others.

strike: happen suddenly
Sickness can strike without warning.

stroke: Dangerous illness when the blood does not reach the brain.
Mrs. Jones had a stoke and now she can not walk.

subtract: take away
I will subtract money from your pay because you were late.

success: good results
John had success with his test, and he got a high grade.

suggested: mentioned, advised
John suggested that we go to the new restaurant for dinner.

suppose: believe
I suppose you are sick because you ate too much candy.

survivor: person who is still alive after an accident. The survivors of the plane crash were taken to the hospital.

-S-

swollen: get bigger
John's hand was swollen because he hurt it.

symptoms: signs of an illness
The symptoms of a cold are fever, sneezing, and a runny nose.

system: way to do something
Tom has a system for playing chess that helps him to win.

-T-

tails: the side of a coin without a head on it. The tails side of a quarter has an eagle on it.

taxes: money you pay to the government.
We pay taxes on gasoline and clothing.

temperature: how hot something is
The nurse will take your temperature in the hospital.

temporary: for a short time
Mary wants a temporary job for the summer.

tense: worried, tight
John is tense because he has a test tomorrow.

tension: tightness
If there is too much tension on a rope, the rope will break.

term: length of time
The President has a term in office of four years.

therapy: help for a special problem
Mary was so unhappy about using drugs that she needed therapy.

thermometer: tool to measure temperature. The nurse put the thermometer into John's mouth for three minutes.

-T-

thickening: lump, hard place
Mary felt a thickening in her breast so she went to the doctor.

thrifty: careful with money
Everything is expensive, so we must be thrifty.

throbbing: beating
His heart was throbbing quickly after the exercise.

thrusts: hit, move forward
The child gave four thrusts to the chair and it fell over.

tilt: not straight
The table will tilt if its leg is broken.

total: to add
I will total the prices to see how much I must pay.

total: sum, everything together
When I add the prices I will have the total.

tracks: iron path for trains
Watch for a train when we come near the tracks.

traffic: people and cars on the road. At five o'clock there is always a lot of traffic.

transfer, bus transfer: special paper that lets you changes buses without paying twice. I asked the bus driver for a transfer so I could take another bus.

transit: moving
My suitcase was lost in transit from New York to Reno.

transportation: ways to move things
Cars, trains, buses, and boats are types of transportation.

-T-

travel: go to other places
We will travel to California for Christmas.

treasurer: person who takes care of the money.
The treasurer of the club will tell us how much money we have.

treat: how you act toward a person
Parents should treat their children kindly.

trial: hearing a case in a court of law. The man will go on trial for stealing the car.

twins: two children born at the same time. Tom and Mary are twins, and they look alike.

-U-

unbalanced: not even, not the same
If the wheels of a car are unbalanced, the car will not drive straight.

unclaimed: not asked for
This coat was unclaimed after the party.

unconscious: not awake, not aware
Tom was unconscious after the car accident.

underneath: under
The cat is underneath the table.

uniforms: special clothes for something. Policemen wear blue uniforms.

unit of measurment: a special amount for measuring. Inches, feet, and miles are units of measurement.

-U-

upset: unhappy, worried, angry
The teacher was upset because the student did not study for the test.

user, drug user: a person who uses drugs. Drug users can get help at a special clinic.

utensils: tools
Mary keeps her kitchen utensils in the drawer.

utilities: electricity, water, heat. The cost of oil has made utilities more expensive.

-V-

vacuum: to clean with a special machine. Mary will vacuum the carpet in the living room.

valuable: expensive, worth a lot in money or other value. This vase is valuable because it is very old.

vary: to be different
The price of the dresses will vary in different stores.

vessels, blood vessels: veins and arteries. It is very dangerous to cut a blood vessel.

veteran, war veteran: a person who fought in a war. War veterans can get money from the government to go to school.

victim: person who is hurt.
The victim of the car accident was taken to the hospital.

-W-

wants: the things you want
John's wants are a new car and a goodtelevision.

warrant: special paper that says the police can search your home. The police had a warrant so they looked for drugs in the house.

weapon: gun, knife, or club
The man used a knife as a weapon to kill the lion.

wholesome: healthy, good for you.
Eating wholesome food will keep you healthy.

will: legal paper that says who will get your things when you die.
The lawyer read the will to the children of the man who had died.

witnessed: people say that something is true. A marriage must be witnesses by two people.

work order: a paper that tells someone what work to do. The mechanic did what the work order told him.

worth: to have a value
This car is worth $6,000.

wrap: to cover, to put around
I will wrap the birthday present in blue paper.

wring: twist, turn, to take the water out of something
Mary will wring the water out of the shirt so it will dry faster.

-Y-

yield: let something else go first
John stopped the car at the yield sign and let the other cars go by.

PART VI

Supplementary Material

English for Adult Living, Institute of Modern Languages, Inc. (IML) This is a competency-based survival skills ESL book recommended by the teachers.

At the Referral Center at Truckee Meadows Community College, the following book series provide supplementary material:

Complete Course in English, Robert J. Dixson, New York: Regents Publishing Co., 1972. The series comes in both English and Spanish.

Job Applications and Other Forms, Corpus Christi, Texas: T Q Publishers. This is a series of blank forms that students may practice filling out.

Let's Learn English, Wright and McGillivray, New York: American Book Co., 1971.

Modern American English, Robert J. Dixson, New York: Regents Publishing Co., 1978. The series includes workbooks.

New Horizons in English, Mellgren and Walker, Reading, Massachusetts: Addison-Wesley Publishing Co., 1973. The series includes workbooks.

Welcome to English, Willard D. Sheeler, New York: Oxford University Press, 1976. This series was edited by the English Language Services, Inc., Portland, Oregon.

Jerry Nielsen, Consultant and Director of Adult, Continuing, and Community Education in the State of Nevada, suggested the following material and sources of information:

ESL and Coping Skills--A Guide for Teachers includes theory and model lessons. It's available from the Resources Dissemination Center, Center for AE, Montclair State College, Upper Montclair, New Jersey 07043.

Job Seeking--A Winning Strategy is designed to help job applicants find a job or upgrade their position. It's available from Adult Education Program, Trenton Special School District, P.O. Box 25, Trenton, Tennessee 38382.

The Mutual Instruction Handbook is a guide for using peer tutors in the classroom. It's available from ICDS--309 Project, 5350 University Avenue, San Diego, California 92105, ATTN: Dr. James M. Hardison or Frances T. Lee.

Self Discovery is a handbook for increasing the self awareness of adult students. It's available from the Arizona Department of Education, Adult Education Division, 1535 W. Jefferson, Phoenix, Arizona 85007.

A good mailing list to get on is the Adult Ed Resource Center, Region XI, 2821 Cullen Street, Ft. Worth, Texas 76107. You can write them for a list of materials.

Another good source of information is the Information Collection and Dissemination System (ICDS Project), 5350 University Avenue, San Diego, California 92105. The project publishes a newsletter called "Heart Beat" which lists available free materials.

PART VII

NORTHERN NEVADA

TEACHER TRAINING PROJECT

PARTICIPANTS

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Aurora C. Eustaquio	Coordinator/Instructor	TMCC
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Isabel Plater	Instructor	TMCC
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